

U.S. MISSION, PAKISTAN - EMBASSY ISLAMABAD

VACANCY ANNOUNCEMENT NUMBER: 10-161

OPEN TO:	All Interested Candidates	OPENING DATE:	May 25, 2010
POSITION:	Computer Management Assistant , FSN-8; FP-06*	CLOSING DATE:	June 7, 2010
POSITION NO:	NAS-62		
WORK HOURS:	Full-time; 40 hours/week		
SALARY:	*Not-Ordinarily Resident: US\$41,780 p.a. (Starting salary) (Position Grade: FP-8 to be confirmed by Washington) *Ordinarily Resident: Rs.740,606 p.a. (Starting salary) (Position Grade: FSN-8)		

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Islamabad is seeking an individual for the position of Computer Management Assistant in the Narcotics Affairs Section for its Peshawar Office.

BASIC FUNCTION OF POSITION:

Incumbent responsible for managing NAS's Network computer systems and related communication lines. As the technical expert developing the computing infrastructure and services responsive to the complex, evolving needs of NAS. Incumbent maintains fully functional systems, resolve difficult problems, minimize down time and provide NAS's staff with tools and training to accomplish their assigned tasks in a productive, efficient and effective manner. Incumbent oversees the activities of the major functional areas in IT. Serves as a member of a management team that provide leadership and vision for developing computing services, creating long-rang plans and strategies that anticipate the staff needs, support the priorities of NAS management and take advantage of changes in technology and implement operational procedures. Administers multiple functions sets strategic directions and recommends to management institutional policy for Information Technology when appropriate. In addition to this the incumbent provides suggestions and recommendations to the Government of Pakistan line agencies on IT procurement and also monitors the equipment delivery provided by US Government to ensure the agreed targets and standards are met. Acts as the Contracting Officer's Technical Representative.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED:

NOTE: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

1. EDUCATION: Completion of twelve years of education is required.

2. EXPERIENCE: Minimum 10 years progressively more responsible experience of a program, technical or administrative nature where emphasis is placed on analytical, judgmental and expository abilities with respect to the operation, management and utilization of computer systems is required. At least five of the ten years must have been work experience in operating computers, providing PC support, performing systems analysis and project management duties are involved.

3. LANGUAGE: Level IV (Fluent) Reading/Writing/Speaking English and Urdu, with a good knowledge of computer related technical terms is required. This may be tested.

4. KNOWLEDGE: Incumbent must have an expert knowledge of systems analysis and design techniques; computer equipment operations management, hardware and software technology. Must possess a highly detailed understanding of organization's strategic plan in order to provide the adequate IT assistance to attain mission goals and objectives.

5. ABILITIES & SKILLS: Must possess the ability to discuss complex concepts with line managers, clients, vendors and other personnel and to relate requirements to computer system capabilities; ability to effectively deal with competing user requirements to computer system capabilities. Must have ability to effectively deal with competing user requirements and to negotiate acceptable solutions.

SELECTION PROCESS:

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency within **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.

TO APPLY:

Interested applicants for this position must submit the DS-174 (Application for Employment as Locally Employed Staff) on the following GPO address. To see all open advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html. Only shortlisted candidates will be contacted for the test or interview.

SUBMIT FILLED DS-174 TO

Human Resources Office
U.S. Embassy Islamabad
P.O. Box 1048, GPO
Islamabad.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residence focus to the host country and has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs (Eligible Family Members) and family members of FS, GS, and military personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: June 7, 2010

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.